



**Amerikanisches Generalkonsulat Leipzig**

Wilhelm-Seyffert-Str. 4

04107 Leipzig

tel: 0341-21384-20

fax: 0341-21384-32

email: <mailto:NussC@state.gov>

<http://leipzig.usconsulate.gov/>

**American Consulate General  
Internship for German Students  
Application Instructions**

All applications must be submitted in English.

Due to a lengthy security process, deadlines for applications will not be extended.

Transportation can not be refunded. Minimum internship of 6 weeks, 20-40 hours per week.

If you have further questions, please email or call Ms. Chris Nuss (contact information above).

**To apply, please fill out the form and mail to the following address:**

Amerikanisches Generalkonsulat

z.H. Frau Chris Nuss, Personalabteilung

Wilhelm-Seyffert-Str. 4

04107 Leipzig

**OR Email to:** [NussC@state.gov](mailto:NussC@state.gov)

**OR Fax to:** 0341-21384 32

**Submission Deadlines:**

September-October 2006: May 15, 2006

November-December 2006: July 15, 2006

January-February 2007: September 1, 2006

**Requirements:**

English language: speak, read and write

Citizenship: German (security clearances for non-German citizens would take over a year)

Minimum age: 18

Enrolled at a University in Germany

Picture (can be scanned, printed out or sent as a jpeg file)

**Preferred Skills:**

Computer skills: MS Word, PowerPoint, MS Outlook

Service oriented



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**Application Form for Internship**

Last Name: \_\_\_\_\_

First Name: \_\_\_\_\_

Street Address: \_\_\_\_\_

Zip Code and City: \_\_\_\_\_

Email: \_\_\_\_\_

Telephone (Festnetz): \_\_\_\_\_

Telephone (Cell Phone): \_\_\_\_\_

Date of Birth: \_\_\_\_\_

Citizenship: \_\_\_\_\_

**Preferred dates for Internship:**

1) \_\_\_\_\_

2) \_\_\_\_\_

3) \_\_\_\_\_

**Year of Study:** \_\_\_\_\_

**Area of Study:** \_\_\_\_\_

**Previous visits to the US:** \_\_\_\_\_

**Computer Skills (1 excellent – 5 no skills)**

MS Word \_\_\_\_\_ MS Outlook \_\_\_\_\_ HTML \_\_\_\_\_ PowerPoint \_\_\_\_\_

**Tell us about yourself and why you're interested in working for the Consulate (500 words or less in English).**